

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BRISTOL COUNTY WATER AUTHORITY

Wednesday, February 8, 2012

450 Child Street, Warren Office, Warren, RI

Pursuant to proper notice, the regular meeting of the Board of Directors of the Bristol County Water Authority was called to order by Chairman Jannitto at 6:00 pm, 450 Child Street, Warren Office, Warren, Rhode Island. Acting Executive Director/Manager of Customer and Commercial Services, Mr. Joseph Granata and the following Directors were in attendance at the commencement of the meeting:

Paul Bishop, Joseph DeMelo, Kevin Fitta, William Gosselin, John Jannitto, 1Lloyd Matsumoto, Frank Nencka, Frank Sylvia

Director Absent: Allan Klepper

HOUSEKEEPING

Minutes of the following meetings were reviewed.

Upon a motion duly made and seconded, it was unanimously

VOTED: That the minutes of the Board Meeting of January 11, 2012, be approved.

Upon a motion duly made and seconded, it was unanimously

VOTED: That the minutes of the Workshop of January 18, 2012, be approved.

Upon a motion duly made and seconded, it was unanimously

VOTED: That the minutes of the Executive Session of January 23, 2012, be approved.

Upon a motion duly made and seconded, it was unanimously

VOTED: That the minutes of the Executive Session of January 24, 2012, be approved.

AUDIT FINANCE

Director Sylvia reported:

Old Business

1. Meter Replacement Program Update, Verbal progress report given at subcommittee meeting by Acting Executive Director/Manager of Customer and Commercial Services Mr. Joseph Granata, and there were no further questions.

2. FY13 O&M Budget, Committee recommends approval. Upon a motion duly made and seconded it was unanimously

VOTED: To approve the FY13 Operations and Maintenance Budget in the amount of \$7,504,197.00, as presented.

3. Computer Software RFP, Invitation to Bid advertised 2/8 and 2/9/12. The Chair recognized Mr. Ray Palmeiri who asked if the purpose of the RFP was to hire a consultant. Mr. Granata stated that it was.

4. Rate Assessment, Mr. Granata stated that this is information from the Ad Hoc Committee.

New Business

1. Service Construction Fees, Motion to increase service connection fees, Committee recommends approval. Upon a motion duly made and seconded, it was unanimously

VOTED: Effective immediately, to amend Schedule D: Miscellaneous Fees, Part 1 Service Installation Fee, Section A6-28 of Bristol County Water Authority Policies and Procedures as follows:

“To increase Service Installation Fees for $\frac{3}{4}$ " services in paved streets to \$2,500.00 from \$2,000.00 and to increase Service Installation Fees for 1" services in paved streets to \$3,000.00 from

\$2,300.00.”

To update the language to Part 1. Service Installation Fee as follows:

“When a $\frac{3}{4}$ " or 1" water service installation requires either cement-base restoration or curb-to-curb paving, a deposit equal to the estimated cost will be required prior to the commencement of work or ordering of materials.”

To add the following language to Part 2. (c) Applications For Water Service, Section A6-2 of the Bristol County Water Authority Policies and Procedures:

“When a $\frac{3}{4}$ " or 1" water service requires either cement-base restoration or curb-to-curb paving, the customer shall deposit with the Authority the estimated cost of the complete installation. The deposit will be adjusted upon completion of work to reconcile with the actual cost and expense to the Authority, and any excess deposit shall be returned to the customer and any balance owed shall be paid forthwith by the customer.”

2. High Service Area, Presentation made on 1/18/12 by Pare Engineering. Item to remain on the agenda.

3. Sale – Excess Company Vehicles, Mr. Granata stated that eliminating 3 vehicles, BCWA could potentially save \$4,678.77 in

operating expenses.

Director DeMelo questions whether these cars would be sold at an auction. Mr. Granata stated that an employee was interested in the purchase of one of the vehicles. Ms. Mack stated that BCWA should give all employees a chance to bid on the vehicles.

Engineering

Director Bishop reported:

Old Business

1. Anawan, David Drowne and Jack Hutson were present at Sub Committee Meeting on 2/1/12 to address Board. Mr. Granata stated that repairs totaling \$57,000 relate to the storm damage in 2010. Engineering Assistant, Mr. Richard Fennessy stated that the work must be done first, then we will be reimbursed by FEMA.

Legal Counsel Ms. Sandra Mack stated that repairs dealing with safety issues should be immediately addressed as a priority.

The Chair recognized Mr. Jack Hutson from Anawan who stated that he had been asking BCWA to make repairs to Anawan for the past six years. Repairs include taking care of the berm, riprap, gatehouse, fix broken gate, erosion in front of club and damage relating to the 2010 storm damage.

Director Sylvia asked if Anawan had an annual maintenance contract, and whether members of Anawan contributed to it.

Mr. Hutson stated only for the building and grounds, but no payments were made.

2. FY13 Capital Budget, Committee recommends approval. Upon a motion duly made and seconded, it was unanimously

VOTED: To approve the FY13 Capital Budget in the amount of \$257,750.00, as presented.

Director Fitta questioned budgeting for IFR. Mrs. Mack noted that IFR projects historically have been financed by borrowing. Director Fitta requested that the FY13 Capital Budget be reviewed after 3 months. After motion duly made and seconded it was unanimously

VOTED: That the Executive Director review the adopted Capital Budget after 3 months and make recommendations to the Board for any adjustments deemed necessary or advisable.

3. Franklin Court Assisted Living Center, Project options – clean and line existing main or replace main. Engineering Technician Ms. Susan Andrade stated that to clean and line the main would cost between \$200,000 to \$250,000 based on rough estimates, and to replace the 6" main with an 8" main is estimated to cost between

\$400,000 to \$450,000.

Chairman Jannitto asked for the Staff's recommendation.

Distribution Superintendent Mr. Raymond Johnson recommended cleaning and lining the pipes.

Director Sylvia made the following motion, which was duly seconded, and unanimously

VOTED: That the Authority issue a Request For Proposal to clean and line the existing mains in Bristol, RI surrounding the Franklin Court Assisted Living as recommended by Pare Engineering. The directors requested that staff find a cost effective way to finance project and report results back to Board as expeditiously as possible.

4. Water Resources Board Strategic Plan, Presentation by K. Burke, Presentation by K. Burke at Sub Committee Meeting on 2/1/12. RIWRB Total Investment Projection is \$16,380,000.00

New Business

1. Annual Maintenance Contract – Contract Award, Committee recommends approval. Upon a motion duly made and seconded, it was unanimously

VOTED: To award contract to low bidder, JML Excavating Inc. of

Bristol, at a price of \$137,409.00, as presented.

2. Wetlands Flagging and Survey for Mason St., Rehoboth, Pipeline Design, Mr. Granata stated that letters had gone out to 4 property owners. Two replies were received, one negative, one affirmative. Two property owners did not reply.

Public Relations/Personnel

Director Gosselin reported:

Old Business

1. Update of Search for Executive Director, Chairman Jannitto announced that he had good news. After applications were reviewed by officials from the three communities and after 2 months of interviewing applicants and conducting reference checks, the Board was unanimous in its selection of the next Executive Director of BCWA. Upon motion made by Director Sylvia and seconded by Director Bishop, it was unanimously

VOTED: That the Board of Directors appoint Pamela Marchand as the new Executive Director of BCWA, and that the Chairman be authorized and directed to enter into and sign a 3 year contract with Ms. Marchand, upon terms and conditions as set forth in the proposed contract.

Director Gosselin stated the 6 very qualified candidates were interviewed.

Chairman Jannitto stated that Pam was the highest rated candidate by all Board members.

Pam will have a three year contract with BCWA.

Chairman Jannitto stated that Director Klepper also endorses Ms. Marchand. Chairman Jannitto thanked Directors Klepper and Nencka.

He also thanked Joe Granata, Mark Champagne and Cid Harper for all of their work. Chairman Jannitto stated that it will be a pleasure to work with Pam and that her start date will be 2/27/12. A press release will be issued to the public.

New Business

1. Union Negotiations – Selection of Labor Attorney, Item on hold until new Executive Director is appointed.

Chairman Jannitto stated that Directors Nencka and Matsumoto will be retiring from the Board.

The Chairman thanked the Board for all of their hard work during the interview process, and complimented the members involved for a thorough and transparent process.

NEXT STEPS

1. Audit Finance Committee Meeting, Wednesday, March 7, 2012, 5:15 p.m., Warren Office, Boardroom, 450 Child Street.

- 2. Engineering Committee Meeting, Wednesday, March 7, 2012, 5:20 p.m., Warren Office, Boardroom, 450 Child Street.**
- 3. Public Relations/Personnel Committee Meeting, Wednesday, March 7 , 2012, 5:25 p.m., Warren Office, Boardroom, 450 Child Street.**
- 4. Board of Directors Monthly Meeting, Wednesday, March 14, 2012, 6:00 p.m., Warren Office, Boardroom, 450 Child Street.**

The Chairman made the following motion, which was duly seconded

MOTION: To accept the dates for the March meetings.

Motion passed unanimously.

The Chairman made the following motion, which was duly seconded

MOTION: To adjourn the meeting.

Motion passed unanimously.

There being no further business, the meeting was adjourned at 7:30 pm.

John M. Jannitto
Chairman